

Getting Started

			Planning
Sunday	Monday	Tuesday	Wednesday

ALE Relief Assistant

Calendar			
Thursday	Friday	Saturday	

Getting Started

			Planning
Sunday	Monday	Tuesday	Wednesday

ALE Relief Assistant

Calendar			
Thursday	Friday	Saturday	

Getting Started

			Planning
Sunday	Monday	Tuesday	Wednesday

Professional Management Training

ALE Relief Assistant

Calendar			
Thursday	Friday	Saturday	

Getting Started

			Planning
Sunday	Monday	Tuesday	Wednesday

ALE Relief Assistant

Calendar			
Thursday	Friday	Saturday	

Getting Started

Divisional Management Training

			Planning
Sunday	Monday	Tuesday	Wednesday

ALE Relief Assistant

Calendar			
Thursday	Friday	Saturday	

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			Planning
Sunday	Monday	Tuesday	Wednesday

ALE Relief Assistant

Calendar			
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Assignment: Submit weekly training reports to communicate what you have learned.

Think of your progress report as a structured way of taking notes. It will show your supervisor what you're learning.

- ☐ Format your report so it's easy to read. You will refer to it on the job or when you study for your final validation.
 - ▶ Organize by date and trainer, then by training topic, using a separate paragraph for each training topic.
 - ▶ Label each topic with a subhead (for example, Customer service in RTW). Skip lines between topics.
 - ▶ Use bullet points where appropriate.
- ☐ When writing, capture the essential details about procedures and policies in your division. Include in your report:
 - ▶ Facts you learned in the past week, not just what you accomplished. (For example, write "The ALE standard for hanging clothes is . . .")
 - ▶ Why these facts are important (how this knowledge will be useful in your daily job)
 - ▶ Who trained you
 - ▶ A single, concluding paragraph that tells who you plan to share your new knowledge with and how your training is progressing
- ☐ Create an OV of your report and address it to
 - ▶ Your training manager
 - ▶ Your store director
 - ▶ Your regional sales supervisor
 - ▶ Your KSP/HRA
 - ▶ Your regional HR supervisor
 - ▶ Eric Smith in RET (OV initials: ETS)
- ☐ Keep a running journal during the week following the instructions below. Send your completed report on Friday or Saturday.
 - ▶ After typing each day's entry, file the note by pressing F3.
 - ▶ Access the note the next day by typing "files." Press F2 to add another entry to the note.
 - ▶ Repeat as needed until the file is complete.
 - ▶ Press F9 to send and file the note.

Assignment: Meet regional management.

Teamwork is an important priority for managers. Customers, the company, and employees benefit from good team relationships.

The ALE department is part of several teams.

- ✓ The ALE manager and ALE management team are excellent resources for scheduling, display and merchandising plans, and increasing sales.
 - ✓ The store director can assist with cross-merchandising, ways to increase sales, personnel problems, needed repairs, and maintenance.
 - ✓ The ALE supervisor assists with product availability, merchandising, and ways to increase sales. They work with the store director to resolve other issues in ALE.
 - ✓ The corporate merchandise specialists, buyers, and replenishment analysts communicate through the merchandise bulletins and are available to assist with specific product needs.
- ☐ Discuss with your training manager how the ALE relief assistant interacts with the department and store teams.
 - ☐ To further learn how the store teams work together, participate in store meetings, PACE rallies, and scheduled conferences (such as Fred Meyer First meetings) with the ALE manager and store director.
 - ☐ Have your training manager arrange a meeting between you and the regional management team, so you can determine their roles and discuss their expectations of ALE relief assistants. Arrange meetings with
 - ▶ The regional ALE supervisor
 - ▶ The regional director

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